



JACKSON
PUBLIC SCHOOLS

Transforming lives through
excellent education

Benefit Information for JPS Employees

ANNUAL PLAN YEAR: December 1 through November 30 of each year

ENROLLMENT ELIGIBILITY

When you are hired as a qualifying eligible employee, you are eligible for insurance benefit(s) and the Cafeteria Plan, including Flexible Spending Accounts offered through JPS. You would be able to make your benefit choice(s) from the options listed below:

Please Note: *Benefits may only be changed or begun for New Hires (you are provided with Thirty-30 days from your hire date to make your benefit choices) and/or during the employee Open Enrollment review, held each renewing year in September. Benefit election choices may not be changed once a benefit has commenced, without a qualifying Status Change.*



Current Insurance Products

If you would like information about any current insurance product(s) and/or to contact an insurance representative, please select the above link. Then click on the benefit you would like to review and contact the insurance representative listed there to obtain coverage.

Each renewing year, (starting in **September of each year**), you will be given the option to renew your election of benefit choices, or change, drop and make a new election for the renewing year.

If you are eligible to enroll and/or make changes to your benefits/products or need assistance, please contact one of the representatives located under **current insurance product(s)** links above.



Cafeteria Plan Information – and **Flexible Spending Accounts “FSA”**

For information on the flexible benefit cafeteria plan, (*to pre tax your qualifying benefits*), and/or sign up for flexible spending account “FSA” Dependent Care (*child care plan*), and/or FSA Medical, and to enjoy the tremendous tax savings benefit it offers, please select and review the above Cafeteria Plan link.

Elections made from newhire, may be changed at Open Enrollment “OE” renewal. Should you choose not to make a change during OE renewal, your Plan election choices will remain the same as the previous Plan Year choice.

IMPORTANT NOTE: Once your enrollment period closes, you will not have additional options to change your benefit, unless you have a change in **life status**. New hire or Plan Renewal annually is your window of opportunity for selection or change of benefits. You must choose to change during the allowed periods, or your choice **remains the same as your previous plan year**.